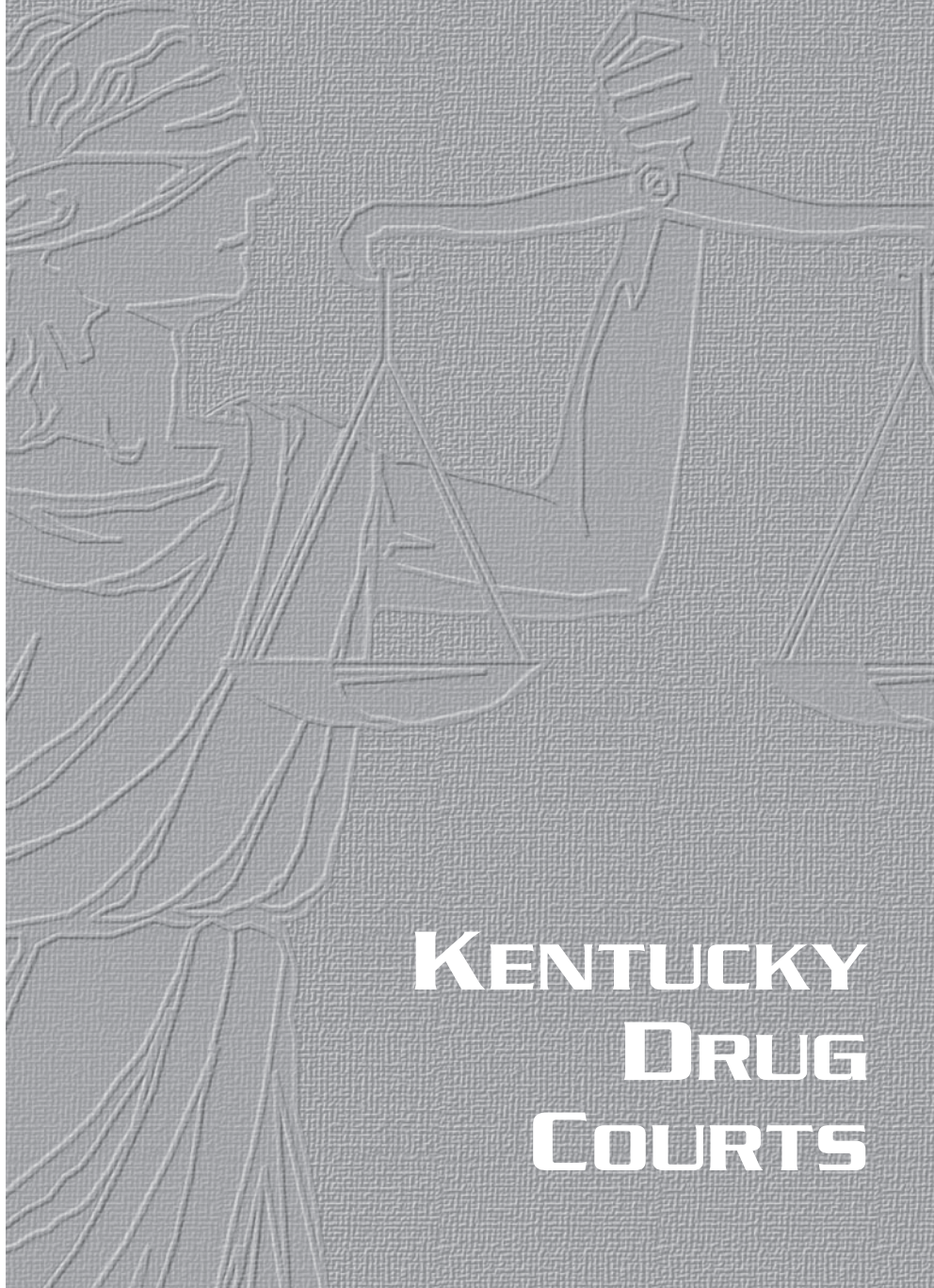


a chance...a change



**KENTUCKY
DRUG
COURTS**

*The mission of Kentucky's Drug Courts is to create
a criminal justice environment that stops illegal drug use
and related criminal activity and promotes recovery.*

PARTICIPANT HANDBOOK

Welcome to Drug Court. As a person whose major problems stem from substance abuse, this program is especially designed for you. As you enter this voluntary, intensely supervised treatment program, you need to be motivated to work toward changing your lifestyle and becoming free of alcohol and chemical addiction. This program is accessible regardless of your race, religion, sex, ethnic origin, sexual preference, marital status, age, or physical and/or mental disability.

PROGRAM DESCRIPTION

The Drug Court is a court-managed, drug intervention treatment program, designed to provide a cost-effective alternative to traditional criminal case processing. It may be offered if you are arrested and it is determined you are a chemically dependent person. If you are eligible and choose to participate in this program, you must be willing to commit to the entire program. The program may be successfully completed within one to two years. If you are in the diversion track and are successful, the Drug Court Judge will set aside your guilty plea and the charge may be expunged from your record. If you are in the probation track and are successful, the Drug Court Judge may conditionally discharge the remainder of your probationary time. At any time during your participation, you could be terminated from the program and sentenced by the Drug Court Judge for noncompliance with rules and treatment plan.

YOUR GOALS

Although the Drug Court staff will work with you on individual goals, the following are goals for every participant:

1. To learn to be alcohol and drug free;
2. To learn better life coping skills;
3. To adjust to a drug-free lifestyle;
4. To develop a non-criminal pattern of living;
5. To enhance employment skills through vocational training and educational pursuits;
6. To attend 12-step support groups;
7. To increase social skills;
8. To enhance self esteem and self motivation;
9. To learn the warning signs of relapse and develop a relapse prevention plan;
10. To accept responsibility for financial obligations and learn budgeting skills; and
11. To develop time management skills.

COSTS RELATED TO THE PROGRAM

You may be required to pay all or partial costs for participation in Drug Court as set by the Judge after consideration of your financial circumstances.

COURT RELATED FINANCIAL OBLIGATIONS

Any Drug Court participant with court related financial obligations, i.e., child support, restitution, crime victims fund, public defender fees, will make court approved payments on a regular schedule and provide staff with documentation of the payments. Unless a specific amount is ordered by the Court, amounts and payment schedules are to be established by staff and documented for the Judge's approval. If you cannot make the payment, discuss your situation with staff and, if possible, other arrangements will be made. Failure to make timely payments may result in delaying your phase advancement or completion of the program.

PARTICIPANT RULES

Any infraction of the rules will be reviewed by the Drug Court Judge who may impose sanctions.

1. Appropriate clothing is expected at all times. You must wear a shirt or blouse, pants or skirt, and shoes. Sunglasses will not be worn inside the Drug Court Center or Court. Clothing bearing drug or alcohol-related themes, or promoting or advertising alcohol or drug use is not allowed. No gang colors or gang clothing shall be worn in the Center or Court.
2. You must attend all scheduled counseling sessions, educational sessions, and Court sessions, unless you obtain prior approval. You must arrive on time and not leave until the meeting is over. If you are late, you may not be allowed to attend the session and may be

considered absent. Arrangements must be made to make up missed groups before your next court appearance.

3. The following actions will not be tolerated:
 - Violence or threats of any kind
 - Use and/or possession of drugs and/or alcohol
 - Belligerent behavior
 - Possession of any type of weapon
 - Inappropriate sexual behavior or harassment
 - Romantic relationships among participants
 - Failure to notify staff of any arrest, court obligations or fees within 12 hours.
4. Your family, children and/or friends cannot loiter on the premises. If they are providing transportation, they should simply drop you off and pick you up at the end of the session.
5. You may not carry beepers or cellular phones to Court or group sessions.
6. The program shall comply with KRS 620.030 regarding the reporting of cases of abuse or neglect of minors. The program shall also comply with KRS 209.030 regarding the reporting of cases of abuse and neglect of adults. Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

7. You are expected to maintain appropriate behavior at all times during Drug Court sessions and while in the courthouse. The Judge shall be addressed with respect. Unless prior approval is given, you will remain for the entire proceeding. There will be no talking while seated in the audience. You will be permitted to show support and encouragement to fellow participants by applause, but only during appropriate times. Your behavior and demeanor while in the courthouse is a reflection on the entire program. Maintaining appropriate behavior is indicative of the progress you and your fellow participants are making toward your recovery.
8. All participants must comply with curfew times: Sunday-Thursday, 11:00 p.m.; Friday-Saturday, 12:00 a.m. as set by the court. Exceptions must be approved by the Drug Court Judge or staff. If you work later than the hours, you have 30 minutes leeway to get home.

PROGRAM PLANS

Based on your needs, an Individualized Program Plan is developed. The plan will outline goals you must achieve prior to advancing to the next phase. There are three phases of the program.

Phase I: Stabilizing Period

Minimum requirements:

1. To attend one Drug Court session per week;
2. To provide all assigned drug screens each week which reflect no use of drugs or alcohol;

3. To attend and document required number of 12-step support meetings ;
4. To attend all assigned group, family, and/or individual counseling sessions;
5. To begin to make necessary arrangements for payment of Court obligations;
6. To maintain Court-approved stable housing;
7. To maintain Court-approved employment, training, and/or education referrals;
8. To turn in journal assignments;
9. To comply with any necessary medical referrals; and
10. To purchase a NA or AA text book, begin work on a 12-step recovery program, and obtain a sponsor.

Phase II: Educational Period

Minimum requirements:

1. To attend one Drug Court session every other week;
2. To provide all assigned drug screens each week which reflect no use of drugs or alcohol;
3. To attend and document required number of 12-step support meetings;
4. To attend all assigned group, family, and/or individual counseling sessions;
5. To begin payment of any restitution, court costs, etc.;
6. To maintain Court-approved stable housing;
7. To maintain Court-approved employment, training, and/or education referrals;
8. To turn in journal assignments;
9. To complete assigned readings;

10. To maintain daily physical activity;
11. To do at least one good deed per court appearance;
12. To obtain/maintain an approved NA/AA Sponsor and continue work on a 12-step program.

Phase III: Self-motivational Period

Minimum requirements:

1. To attend one Drug Court session every three weeks;
2. To provide all assigned drug screens each week which reflect no use of drugs or alcohol;
3. To attend and document required number of 12-step support meetings;
4. To attend all assigned group, family, and/or individual counseling sessions;
5. To pay a substantial amount of restitution, court costs, etc.;
6. To maintain Court-approved stable housing;
7. To maintain Court-approved employment, training, and/or education referrals;
8. To turn in journal assignments;
9. To complete assigned readings;
10. To maintain daily physical activity;
11. To do at least one good deed per court appearance;
12. To maintain a full-time sponsor and continue work on a 12-step program;
13. To regularly mentor a new Drug Court participant and/or group session;
14. To complete an exit calendar, exit interview, and plan for aftercare.

Completion of each phase is based on your performance. The Drug Court Judge will promote or demote you according to your individual progress with recommendations from the Drug Court staff.

INDIVIDUAL COUNSELING

One-on-one individual sessions are held according to your needs. You will attend individual counseling as assigned by the Judge or Drug Court staff. Additional sessions may be scheduled based on your progress.

Supervision of participants consists of face to face meetings in the drug court office at least on a weekly basis, as well as the participant's residence. Unannounced site visits to the participants' place of employment and residence will be conducted by case specialists. Probation and law enforcement officers may assist.

GROUP COUNSELING

Group counseling is a crucial part of the recovery process. Attendance at every assigned group session is mandatory unless excused by the Drug Court Judge or staff. You must be on time and may be considered absent when late.

The effort you put into each group will determine the benefits you receive. Every participant will be expected to follow the rules and to show respect to the fellow participants and the group leaders. Failure to do so will result in sanctions as determined by the Drug Court Judge. The common concern of the group is that participants provide support and help each other in recovery.

FAMILY COUNSELING

Family group sessions will be conducted to address questions or concerns you and your family have about the program, understanding of addiction, relapse, and other issues. Groups may also include children of participants and focus on basic parenting skills, building trust, and substance abuse prevention.

CHEMICAL DEPENDENCY EDUCATION

This portion of the program is designed to educate you to the dynamics and symptoms of your disease—chemical dependency—and how it affects your life and the lives of others around you. This information will help you understand the cycle of addiction and recovery and will include film, lecture, and interaction with peers and staff.

12-STEP SUPPORT GROUPS

Involvement in 12-step support groups is vital to your recovery. Attendance at these groups is mandatory and shall be documented. The fellowships will help you see how others with similar problems are recovering from their addictions. You will observe that changing to a drug-free lifestyle is a positive and exciting experience. Very few alcoholics and addicts maintain recovery without a support system.

INCARCERATION

You may be required to serve time in custody while participating in Drug Court. Jail time may be used as a

sanction for various infractions of the rules, including, but not limited to, positive drug screens, missed drug screens, continuous missed groups or meetings, and inappropriate behavior. Release will be determined at the discretion of the Drug Court Judge.

You will be expected to follow all rules and regulations of the detention center. Failure to do so may result in disciplinary action from the detention center staff as well as the Drug Court Judge.

EMPLOYMENT

The Judge may require you to obtain and maintain full-time employment throughout your involvement in the program.

Participants will be permitted to change jobs while in the program; however, staff must be notified prior to the change.

If you lose your job while in the program, you will be given a time frame in order to locate appropriate employment. While searching for employment, you may be required to complete twenty hours of community service each week.

Employment will be verified routinely by the staff either through phone contact with the employer or copies of paycheck stubs. On-site visits will also be conducted. In the event of incarceration, all work release schedules must be confirmed by your direct supervisor. It is your obligation to inform your employer of your participation

in Drug Court and make necessary arrangements for Court appearances, groups, meetings, etc.

VOCATIONAL/JOB TRAINING COMPONENT

Participants with less than a high school degree or GED and those who are unemployed or underemployed will be expected to work on developing their skills. Areas in which the staff may be able to provide you with assistance include:

- Assessment of current skills
- Aptitude and interest testing
- Development of a personal action plan
- Life skills seminars
- Adult education referrals
- Job and interview counseling
- Job search skills

VOCATIONAL REHABILITATION

A representative from the Office of Vocational Rehabilitation is available to assist program participants. Factors such as educational or occupational ability and motivation will be considered. Services include:

- Career counseling
- Training placement
- Job placement
- Various educational opportunities

All rehabilitation services are based on participation and good standing in the program.

RANDOM DRUG SCREENS

Random drug screens will play a significant role in your recovery. It is your responsibility to make sure that you understand and comply with the stated guidelines. If you do not feel that you fully understand, it is your responsibility to ask for clarification.

For your own protection, if you are using any prescription or over-the-counter medications, you must bring them to staff for viewing, approval and verification by the prescribing doctor. All medications will not automatically be approved. Failure to comply with proper procedure or a positive screen may result in sanctions by the Drug Court Judge.

DISCHARGE

The Drug Court Judge may terminate you from the program. Circumstances for termination include, but are not limited to:

- You petition the Court for termination;
- You have exhibited violent behavior or threats of violent behavior toward self or others, or displayed inappropriate, disruptive, or noncompliant behavior;
- You have refused to satisfactorily participate in program requirements;
- You have violated program rules ;
- You are arrested, with or without conviction (case by case basis); or
- You abscond from the program

GRADUATION

Graduation comes after successful completion of the program. In addition to meeting program requirements, you should be able to show how Drug Court has positively influenced your life. Prior to graduation you must complete an exit calendar and interview. Graduates will be honored and receive certificates at special graduation ceremonies.

AFTERCARE

Participants are required to be available for 6 months after graduation to serve as a mentor for new participants or groups sessions and/or perform public speaking as requested by the program. Aftercare also involves continued attendance at AA or NA meetings, regular graduate support groups that continue to work on relapse prevention, alumni social meetings and random urine screens or breathalyzers if requested by staff or the Drug Court Judge. Graduates must notify Drug Court staff of any changes in address or employment status and contact the office at least once every June for 5 years for statistical purposes.

Graduate support groups will consist of monthly meetings focusing primarily on relapse prevention and strengthening support systems outside of Drug Court. Graduates must attend at least 6 meetings before completing the aftercare program. Conditional discharge from probation or dismissal of charges for diversion participants will not be granted until the completion of aftercare.

Graduates of the program are encouraged to call the Drug Court if they are struggling in their sobriety or if they are experiencing other crisis situations.

If graduates fail to meet the requirements of aftercare, the Drug Court Judge may issue a summons or a warrant for them to appear in court. The Judge may then order the graduate to continue participation or, in some cases, revoke the conditional discharge.

PROGRAM HOURS

The Drug Court Center's hours of operation are generally Monday through Friday from 8:00 a.m. to 4:30 p.m. with evening and weekend group sessions. However, the Center will be closed on the following State-observed holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Spring Holiday (one half day)
- Memorial Day
- Independence Day
- Labor Day
- Presidential Election Day
- Veterans Day
- Thanksgiving Day
- Day before or after Thanksgiving Day
- Christmas Eve
- Christmas Day

In the event that you find yourself in a crisis situation when the Center is closed, do not hesitate to use the Drug Court pager number. A staff member will call you back as soon as possible.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PAGER NUMBER_____

PAGER PIN NUMBER_____

Your local Drug Court address:

IMPORTANT TELEPHONE NUMBERS:

SPONSOR'S TELEPHONE_____

NA HOTLINE_____

AA HOTLINE_____

OTHER_____

“There is a principle which is a bar against all information, which is proof against all arguments and which cannot fail to keep a [person] in everlasting ignorance- that principle is contempt prior to investigation.”

Herbert Spencer

PARTICIPANT ACKNOWLEDGMENT

I acknowledge I have received a copy of the **Kentucky Drug Court Handbook** and am responsible for becoming familiar with its contents. I understand the Handbook is not a contract, and it may be amended or revised according to changes made by the Drug Court Judges.

Participant Signature

Social Security Number

Date

(Note: This form should be completed and cut out along the line, then given to your case specialist).

*“Going back to where you came from after treatment
for alcoholism and drug addiction, almost always spells
failure--a return to old behavior”*

**Mark Spence, May 5, 1991
CBS Program “60 Minutes”**